



DC Parks and Recreation

Permit Office

3149 16th Street, NW
Washington, DC 20010

Tel.: (202) 673-7667 Fax: (202) 671-2852



PERMIT APPLICATION FORM (PAF)

1. Please check the type of permit requested:

- ☐ Ballfield: _____ ☐ Recreation Center ☐ Park Site ☐ Small Triangular-Shaped Park
Specify Sport: _____
- ☐ Basketball Court ☐ Tennis Court: # Requested _____ ☐ Volleyball Court
- ☐ National Park Service (NPS) ☐ Sound/Stage Equipment ☐ Tents

2. Please check the type of event:

- ☐ Youth Event ☐ Senior Event ☐ Adult Sport/Event
Specify type: _____ Specify type: _____ Specify type: _____
- ☐ Family Event ☐ Other Event
Specify type: _____ Specify type: _____

3. Is this application for an organized sports league? Yes _____ No _____
If this application is for an organized sports league, please indicate the number of teams in your league _____.

4. If this application is for an event, list anticipated number of persons who will attend _____.
Is this permit for a Special Event/Large Festival for more than 250 people? Yes _____ No _____
If yes, please adhere to instructions for "Special Events" on pages 10-12 of the Permit Procedures Manual.

5. Please complete the following:

Site Requested or Location of event (Facility Name, Street Address or Intersection) [Please provide alternate choices on page 2 of this Permit Application Form.]		Date(s): _____ Days of the week: _____
Name, Group, Organization or Team Name: _____		Starting Time: _____ Ending Time: _____
Non Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is applicant a DC Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No What percentage of participants in your event are DC residents? ____%	Annual Event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Representative Name: _____ Address: _____ _____ City: _____ State: _____ Zip: _____ Telephone (H): () _____ Telephone (W): () _____ Fax: () _____ Pager: () _____ Cell Phone: () _____ E-mail: _____		

Applicant signature: _____ Date: _____
(Signature) (Print name) ...continue

PERMIT APPLICATION FORM (PAF) (continued)

Instructions for completing page 1 of the Permit Application Form (PAF) (reverse):

Question #1: Complete a Permit Application Form (PAF) for each permit requested. Check appropriate box as instructed. If this application is for the use of a National Park Service picnic grove or volleyball court, the applicant must apply in person, DC Parks and Recreation; 3149 16th Street, NW, Washington, DC. This form may be photocopied.

Question #2: Check the type of event to be held. The following are examples of types of events:

- **Youth Event:** Youth sport; City-wide children's festival; Youth Halloween party for Wards 5-8; youth birthday party
- **Senior Event:** City-wide Prayer Breakfast for Seniors; Concert for Seniors in Wards 1-4; Neighborhood Senior Fitness Program
- **Family Event:** Wedding; Family Reunion; Retirement Celebration
- **Other Event:** PTA meeting; Block Association Meeting; High School Reunion
- **Special Event:** Large Cultural Festival

Question #3: Please respond to this question as appropriate.

Question #4: If your application is for a public gathering/festival that is expected to attract more than 250 people, please adhere to the instructions for "Special Events/Large Festivals" listed on pp. 9-11 of the Permit Procedures Manual.

Question #5: Please submit complete information as requested.

Important Note: The event representative must sign and date the Permit Application Form on page 1.

Submission Process: This Permit Application Form must be completed and mailed or hand-delivered to: (1) Department of Parks and Recreation, Permit Office, 3149 16th Street, NW, Washington, DC 20010, or (2) by fax to 202-673-2087.

Please note that incomplete Permit Application Forms may delay the permitting process.

Alternate Location

In the event the location requested is not available, please provide three alternate locations. Be sure to include the date and time of the event. A list of properties is provided in Appendix A of the Permit Procedures Manual.

Location	Date(s) and Time(s)
1.	
2.	
3.	

Special Equipment Request

(Complete if applicable)

Year 2002 Fee Schedule Rental of Special Equipment					
Description	Unit Price (\$/day)	Deposit	Description	Unit Price (\$/day)	Deposit
Large Showmobile (32' x 16')	\$550.00	\$300.00	Podium	\$20.00	\$20.00
Medium Showmobile (28' x 16')	\$450.00	\$150.00	Platform (4' x 6' x 2') <i>(Not recommended for dancing/stepping)</i>	\$20.00	\$20.00
Small Showmobile (20' x 16')	\$350.00	\$100.00	Microphone	\$10.00	\$20.00
Generator	\$50.00	\$20.00	Lecternette	\$25.00	\$20.00
Large P.A. System with microphone	\$100.00	\$20.00	Picnic/Sports Kit (Late Return Charge): DC Resident: \$15/day Non-Resident: \$20/day	DC Resident Rental Fee: \$25/day Non-Resident Rental Fee: \$30/day	\$30.00 \$30.00
Small P.A. System with microphone	\$50.00	\$20.00	Tent (20' x 40') 1 st day rental Each additional day	\$600.00 \$100.00	N/A N/A
Please list number and type of equipment needed (if any)					

***Rental period for showmobiles is March 1 thru October 31**

Fees and Payment:

Please refer to the fee payment schedule for each type of permit listed in the Permit Procedures Manual. **Do not submit payment with your application.** You will be requested to submit payment when you receive your Notice of Availability.

Important Information:

The issuance of a permit creates a responsibility for your organization to comply with existing District of Columbia regulations and laws. DC Parks and Recreation coordinates with the Metropolitan Police Department to ensure that permit holders adhered to required regulations and laws. Police Officers and the DC Parks and Recreation Urban Park Rangers (UPR) will conduct random checks to ensure that the safety and welfare of the community are preserved and the laws and regulations of the District of Columbia are upheld. In addition, DC Parks and Recreation, staff, closely monitor the event.



District of Columbia regulations prohibit fund-raising (this includes taking and offering donations) on District of Columbia government property. The only deviation from this regulation will be the engagement of vendors at Special Events/Large Festivals. This regulation stipulates that if an applicant engages any vendors, there will be a 20% per vendor collection fee to cover vending space. For more information, please call the permit office, (202) 673-7449.

District of Columbia regulations prohibit the use of illegal substances, alcohol, explosives, firecrackers, firearms or weapons on District of Columbia government property.

Neither the District of Columbia government nor the DC Parks and Recreation will assume any responsibility for claims of personal injury arising during the period of use.

There are additional permitting rules and regulations that apply. Please refer to the section titled "General Rules" on the Permit Procedures Manual. If you would like to get information on obtaining a manual or if you require additional information, please contact our Permit Office at 202-673-7449 or our Customer Service Center at 202-673-7647.

Fold along this line and mail

Place
Stamp
Here

DC Parks and Recreation
3149 16th Street
Washington, DC 20010
Attention: Permit Office

Fold along this line and mail
